



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCCDCO 1533.1B
C 46JR
12 May 03

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 1533.1B

From: Commanding General
To: Distribution List

Subj: MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING CORPS
(MCJROTC) CERTIFICATION/DECERTIFICATION BOARD

Ref: (a) MCO P1533.6D

Encl: (1) Voting Sheet

1. Purpose. To promulgate policy and procedures concerning the certification/decertification of active duty and retired Marines as instructors in the MCJROTC Program.

2. Cancellation. MCCDCO 1533.1A.

3. Summary of Revision. This Revision contains several administrative changes and should be reviewed in its entirety.

4. Background. Per the reference, the CMC has delegated the authority to the CG MCCDC to certify (or not certify) applicants as instructors and to recertify/decertify previously certified instructors in the MCJROTC Program. The CG MCCDC has further delegated this authority to the CG, Training and Education Command (CG TECOM).

5. Information

a. MCJROTC Instructor Certification Board Members. This three-member board is comprised of the Director, MCJROTC Program, TECOM (C 46JR); the Deputy Director, MCJROTC Program, TECOM (C 46JR); and the C/S TECOM (C 46). The board is an administrative proceeding entrusted with keeping complete confidentiality concerning deliberations.

b. Certification Procedures. The Deputy Director, MCJROTC will prepare and route a package consisting of the certification application, master brief sheet, official military personnel file, selection criteria contained in reference (a), and the voting

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sheet (see the enclosure). Each member will independently review all pertinent information associated with the application and vote by initial on the voting sheet. The package will be forwarded to the CG TECOM for final decision.

c. Decertification Procedures

(1) Cognizant Marine Corps District COs will verify the performance and appearance standards as directed by the reference. Instructors who fail to meet those standards will be subject to Certification/Decertification Board action based on the recommendation of the cognizant district CO.

(2) Recommendations provided by District COs will be reviewed by the Certification/Decertification Board. The board will review the case utilizing similar procedures to those in paragraph 5b. After independent review, recommendations concerning decertification/probation will be provided to the CG TECOM for final decision.

6. Action. The CG TECOM and members of the Certification/Decertification Board will adhere to the policy and procedures delineated by the reference and this Order.

A handwritten signature in black ink, appearing to read 'MK Hicks', with a long, sweeping horizontal stroke extending to the right.

M. K. HICKS
Chief of Staff

DISTRIBUTION: INTERNET

VOTING SHEET

CASE RECORD OF:

From: Director, Marine Corps Junior Reserve Officers' Training Corps
(MCJROTC), Training and Education Command (TECOM)
To: Chief of Staff, TECOM

Encl: (1) Applicant's Case Record

1. Review the above-named Marine's application in the enclosure for MCJROTC Certification/Decertification and make recommendations.

- a. Marine Experience:
- b. Instructor Experience:
- c. Youth Involvement:
- d. Personal Appearance:
- e. Health:
- f. Communication Skills:
- g. Overall Comments:

	<u>Recommend for Certification</u>		<u>Recommend for Decertification</u>	
	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
Dep Dir MCJROTC TECOM	_____	_____	_____	_____
Dir MCJROTC TECOM	_____	_____	_____	_____
C/S TECOM	_____	_____	_____	_____

ENCLOSURE (1)